



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
Fax (916) 445-8128



INFORMATION BULLETIN

Clarification on Requirement for Fire Chief's Signature

State Fire Training regulations set forth the requirement for a fire chief's signature on various letters, applications and Scantron forms. These documents are submitted on behalf of a participant to satisfy a requirement to become a registered instructor or verify rank and experience for certification. Although State Fire Training (SFT) has always interpreted this to require an original signature from the fire chief (or designee on file), SFT is experiencing a growing number of documents with the fire chief's signature being stamped, not endorsed with an original signature.

This Information Bulletin is intended to reaffirm the requirement that the aforementioned documents shall be endorsed with an original signature from the fire chief (or designee on file). This requirement reduces the probability of participants submitting documents that have not been vetted through their fire chief.

Thank you for your assistance in maintaining the security and professionalism of our certification system. Please address any questions on this regulation to Kris Rose, Manager of Certification and Registration, (916) 327-2129, kris.rose@fire.ca.gov.

Michael J. Richwine
Assistant State Fire Marshal

December 12, 2012